



SHELTON STATE COMMUNITY COLLEGE
JUNIOR COLLEGE DIVISION

202 SKYLAND BOULEVARD
TUSCALOOSA, ALABAMA 35405



Leo Sumner, President

M E M O R A N D U M

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TO: Arthur Howington
Hugh Kynard
Library Committee Chairpersons

FROM: Debbie Grimes *Debbie*

RE: Library Annual Report, 1987-1988

DATE: February 1, 1989

Because of time constraints on my schedule this year, I will not compile a formal annual report on library activities for 1987-88. Statistical information, however, on holdings and circulation is attached. In addition, the final budget report for 1987-88 is attached (the balance of \$10,189.06 was left because the college administration asked that no more materials be purchased).

cc: Tom Umphrey

SHELTON STATE COMMUNITY COLLEGE
LIBRARY STATISTICS, October 1, 1987--September 30, 1988

HOLDINGS AS OF SEPTEMBER 30, 1988

| Category | Added | *Withdrawn/Lost | Cumulative TOTAL |
|----------|-------|-----------------|------------------|
|----------|-------|-----------------|------------------|

| | | | |
|------------------------------|-----|---|--------|
| Jr. College Classified Books | 814 | 9 | 31,492 |
|------------------------------|-----|---|--------|

| | | | |
|--------------------------------|-----|---|-------|
| Tech. College Classified Books | 302 | 9 | 1,713 |
|--------------------------------|-----|---|-------|

| | | | |
|----------------------------------|-----|-----|-------|
| Tech. College Unclassified Books | 143 | 102 | 1,184 |
|----------------------------------|-----|-----|-------|

| | | | |
|-------------|-------|-----|--------|
| TOTAL BOOKS | 1,259 | 120 | 34,389 |
|-------------|-------|-----|--------|

| | | | |
|----------------|-----|----|-------|
| Jr. College AV | 180 | 35 | 1,718 |
|----------------|-----|----|-------|

| | | | |
|------------------|-----|-----|-------|
| Tech. College AV | 156 | 203 | 1,806 |
|------------------|-----|-----|-------|

| | | | |
|----------|-----|-----|-------|
| TOTAL AV | 336 | 238 | 3,524 |
|----------|-----|-----|-------|

| | | | |
|------------------------------|--|--|-----|
| Jr. College Periodical Subs. | | | 300 |
|------------------------------|--|--|-----|

| | | | |
|--------------------------------|--|--|----|
| Tech. College Periodical Subs. | | | 60 |
|--------------------------------|--|--|----|

| | | | |
|-------------------------|--|--|-----|
| TOTAL PERIODICALS SUBS. | | | 360 |
|-------------------------|--|--|-----|

| | | | |
|---|--|--|-------|
| Jr. College Periodical Subs. on Microfilm | | | 140 |
| Jr. College Reels of Microfilm | | | 2,400 |

TOTAL CIRCULATION (including print and non-print materials) FOR 1987-88

| | |
|----------------|--------|
| Junior College | 10,588 |
|----------------|--------|

| | |
|-------------------|-----|
| Technical College | 669 |
|-------------------|-----|

| | |
|-------|--------|
| TOTAL | 11,257 |
|-------|--------|

*A number of very dated materials were withdrawn this year during inventory and re-evaluation of library resources.

NOTE: Monthly reports that contain additional statistical information on all library activities are on file in the Junior College Library Technical Services Office.

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Shelton State Community College
LIBRARY--MONTHLY REPORT

Month of SEPTEMBER 1988

| ACCT.# | ACCOUNT NAME | AMT. BUDGETED | AMT. ENCUMB. | BALANCE |
|--------|--------------------------------|------------------|-----------------|-------------|
| J606 | MAINTENANCE & REPAIRS | \$2,000.00 | \$649.26 | \$1,350.74 |
| J613 | EQUIP/FILM RENTAL | \$3,100.00 | \$1,121.09 | \$1,978.91 |
| J618 | MEMBERSHIPS | \$750.00 | \$115.00 | \$635.00 |
| J619 | BOOK BINDING | \$1,000.00 | \$729.05 | \$270.95 |
| J620 | PERIODICALS | \$24,000.00 | \$24,018.13 | (\$18.13) |
| J639 | CONTRACTS | \$6,450.00 | \$6,811.86 | (\$361.86) |
| J641 | MATERIALS & SUPPLIES | \$8,000.00 | \$6,733.30 | \$1,266.70 |
| J701 | BOOKS | \$42,028.00 | \$41,928.19 | \$99.81 |
| J701R | RESTRICTED BOOKS | \$10,000.00 | \$9,378.34 | \$621.66 |
| J702 | AUDIO VISUALS | \$7,022.00 | \$6,955.18 | \$66.82 |
| J710 | FURNITURE & EQUIPMENT | \$11,089.00 | \$10,873.21 | \$215.79 |
| J710R | FURNITURE & EQUIPMENT/RESTRICT | \$0.00 | \$0.00 | \$0.00 |
| J800R | RESERVE ENHANCEMENT | \$0.00 | \$0.00 | \$0.00 |
| T606 | MAINTENANCE & REPAIRS | \$600.00 | \$496.59 | \$103.41 |
| T613 | EQUIP/FILM RENTAL | \$300.00 | \$201.69 | \$98.31 |
| T620 | PERIODICALS | \$2,800.00 | \$2,451.00 | \$349.00 |
| T641 | MATERIALS & SUPPLIES | \$3,500.00 | \$1,458.59 | \$2,041.41 |
| T701 | BOOKS | \$9,600.00 | \$9,197.47 | \$402.53 |
| T701R | BOOKS/RESTRICTED | \$3,000.00 | \$2,882.12 | \$117.88 |
| T702 | AUDIO VISUALS | \$9,000.00 | \$8,395.18 | \$604.82 |
| T702R | AUDIO VISUALS | \$0.00 | \$0.00 | \$0.00 |
| T710 | FURNITURE & EQUIPMENT | \$6,500.00 | \$6,250.69 | \$249.31 |
| T710R | FURNITURE & EQUIPMENT | \$1,781.00 | \$1,685.00 | \$96.00 |
| T800R | RESERVE ENHANCEMENT | \$0.00 | \$0.00 | \$0.00 |
| | | \$152,520.00 | \$142,330.94 | \$10,189.06 |

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Final Budget Report
Oct. 1, 1988 - Sept. 30, 1988

HOW DOES SHELTON STATE'S LIBRARY RANK
WITH OTHER 2-YEAR COLLEGE LIBRARIES IN ALABAMA ?

The following summary and rankings are based on the statistical survey of two-year college libraries in Alabama for 1987-88. Rankings are indicated on the basis of 23 participating libraries unless otherwise noted. The average FTE of all colleges is 1475, compared with Shelton State's FTE of 2710. FTE, as well as history (i.e., SSCC has existed at least 10 years less than other colleges) must be considered when making comparisons.

| Category | AJCLA Average | SSCC | Rank/28 |
|--------------------------|---------------|-----------|---------|
| Book holdings | 40,853 | 34,389 | 15 |
| Periodical subs. | 234 | 365 | 3 |
| Microform subs. | 111 | 138 | 4 |
| Total subs. | 296 | 484 | 2 |
| Audiovisuals | 3320 | 4482 | 5 |
| AV equipment | 107 | 101 | 7 |
| Number librarians | 2.58 FTE | 3.5 FTE | |
| Number support staff | 2.4 FTE | 5.5 FTE | 1 |
| Total librn/staff | 4.98 FTE | 9.0 FTE | 2 |
| No.hrs.student asst. | 73 | 120 | 5 |
| Budget/Personnel | \$118,104 | \$184,682 | 4 |
| Budget/Books | \$16,045 | \$64,000 | 1 |
| Budget/Periodicals | \$14,144 | \$26,500 | 3 |
| Budget/Supplies | \$4196 | \$8300 | 2 |
| Budget/Contracts | \$1132 | \$7000 | 1 |
| Budget/Binding | \$1103 | \$750 | 10 |
| Budget/Furn.& Equip. | \$5676 | \$18,835 | 1 |
| Budget/Travel/Prof. | \$507 | \$600 | 9 |
| Budget/Film/Equip.Rental | \$347 | \$1321 | 1 |
| Budget/Maintenance | \$958 | \$1150 | 5 |

| Category | AJCLA Average | SSCC | Rank/23 |
|--------------------------------------|----------------------|-------------------------|----------------|
| Budget/All other \$\$ | \$5967 | \$15,515 | 3 |
| Budget/Total (excluding salaries) | \$49,279 | \$143,971 | 1 |
| Circulation/Books | 8185 | 7822 | 12 |
| Circulation/Periods. | 1848 | 929 | 8 |
| Circulation/AV | 1057 | 2481 | 2 |
| Circulation/AV Equip. | 486 | 405 | 8 |
| Circulation/Reserve | 1043 | NOT COLLECTED | - |
| Circulation/Total | 12,441 (with Res.) | 11,637 | 13 |
| No.Lib.Instr.Classes | 42 | 183 | 1 (20% of all) |
| No.Hrs. open/week | 62.5 | 67.5 | 3 |
| No.Summer hrs./week | 58.3 | 67.5 | 3 |
| Sq.Ft.Main Lib. | 16,231 | 8553 | 16 |
| Sq.Ft.Branch Lib. | 4594 | 1962 | 4/5 libs. |
| Sq.Ft.Total | 17,390 (from survey) | 10,515 | 15 |
| Seat.Cap./Main Lib. | 184 | 184 | 13 |
| Seat.Cap./AV/Main Lib. | 65 | 12 (at time of survey) | 19 |
| Seat.Cap./Total/Main | 243 | 196 (at time of survey) | 15 |
| Seat.Cap./Branch Lib. | 44 | 42 | 2/6 libs. |
| Seat.Cap./AV/Branch | 19 | 0 | 6/6 libs. |
| Seat.Cap/Total/Branch | 63 | 42 | 4/6 libs. |

SSCC is one of 2 libraries with OCLC/SOLINET membership.